



Med Software LLC  
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# Patient Explorer Folder Symbols User Instruction

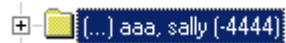


In patient tab of patient explorer, the patient has a folder icon next to her/his name.

- + FI111\_Doe, Sharon ()
- + FI1320\_Doe, Susan M. ()
- + FI142\_Doe, Cathi ()
- + FI1606\_Doe, Maria ()
- + FI1642\_Doe, Athena ()
- + FI1777\_Doe, Kelly ()
- + FI1941\_Doe, Jennifer ()
- + FI3398\_Doe, Sheryl L. ()

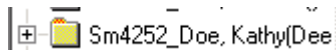
There are symbols that can display on these folders that have specific meaning:

## NAME CHANGE



Any patient that has had a change to the original name in REsource will have (...) in front of the name when doing a search in Patient Explorer. Doing a search under the original name or under the newly entered name, will retrieve the same patient record.

## VIP



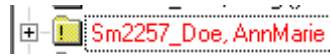
The VIP checkbox can be checked off if you wish to designate the patient as a VIP (for example, if the patient is a personal friend of a physician in the office). Indicate why the patient is a VIP in the VIP Comment field. When a patient is brought up in the Patient Explorer, you will notice a yellow folder to the left of her name – if the patient is a VIP she will have an orange tab on her folder.

## EMAIL ACTIVATED



The Activate check box is used to allow the sending of a patient's daily results/instructions to her via e-mail. This requires a consent to be signed by the patient – when/if the consent is signed, this checkbox is checked. Usually, one person is designated to keep track of the consents and activating the e-mail. When checked off, an e-mail can be generated and sent to the patient directly from her stim sheet. Sending results/instructions via e-mail is explained in the Clinical section.

## SPECIAL INSTRUCTIONS



When a patient has special instructions entered, her folder (to the left of patient name) will have an exclamation mark in it. Special Instructions is located under Patient option on the RESource main toolbar.